

Wisconsin Department of Regulation & Licensing

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EXAMINING BOARD OF PROFESSIONAL GEOLOGISTS, HYDROLOGISTS AND SOIL SCIENTISTS

PROFESSIONAL SOIL SCIENTIST SECTION

INSTRUCTION PACKET FOR PROFESSIONAL SOIL SCIENTIST LICENSE

Enclosed are forms to apply for licensure as a professional soil scientist and a copy of the Wisconsin Statutes and Administrative Code relating to registration. **This is not the application if you want to apply for the examination.** To obtain the exam application, please call our application request line at (608) 266-2112.

FILING AN APPLICATION - All applicants for licensure as a professional soil scientist must complete an "Application for Professional Soil Scientist License" (Form #2399). Please type or print all information when completing the form.

Applicants who wish to apply for licensure by comity (reciprocity) as a professional soil scientist under sec. 470.06, Stats., are required to complete all application materials including either the "Supervised Soil Scientist Experience Evaluation Form" (Form #2401) or the "Peer Review Evaluation Form" (Form #2445).

Completed applications with all required attachments must be mailed to the address listed above. Applications hand-delivered or mailed by special courier must be addressed to the Department's street address: 1400 East Washington Avenue, Room 175, Madison, WI 53703.

FEES – Applicants who have taken the examination have already paid the credential fee. Therefore, no additional fee is required.

Applicants applying by comity need to remit the fee of \$53 with the application forms. Please include a check or money order made payable to the Department of Regulation and Licensing.

EDUCATION - Official transcripts showing courses taken and degrees received are required. A bachelor's degree and at least 30 semester hours or 45 quarter hours of course credits related to soil science is required. **Transcripts must be sent by the college or university to you. You must send the transcript in the sealed envelope to the Soil Scientist Section at the address listed above. Unofficial copies of transcripts are not acceptable.** If you attended more than one school, and transfer credits appear on the transcript from the school where the degree was received, it is not necessary to provide a transcript from the first school(s).

If the degree is from an international educational institution, you must provide an official detailed evaluation by a credential evaluation service which shows that the degree is equivalent to a bachelor's degree in soil science or a bachelor's degree with a major in soil science meeting the requirements under Chapter 470, granted by a college or university accredited by a regional accrediting agency approved by the state board of education or by a Canadian accrediting agency satisfactory to the board. A list of credential evaluation services is available from the board office.

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SUPPLEMENTAL FORM (Form #2395) - Complete the “Supplemental Form” (Form #2395) indicating the soil science courses taken and where the courses were taken. Transcripts must be submitted to substantiate all courses listed. Give title and publisher of significant scientific articles or books you have authored or co-authored.

EXPERIENCE RECORD (Form #2392) - When completing the Experience Record (Form #2392), include as many applicable experience requirements, outlined in the Wisconsin Administrative Code, as possible. Provide a complete chronological listing of your background beginning with your education. Indicate when employment is full-time vs. part-time. Please type or print all information.

SUPERVISED EXPERIENCE EVALUATION FORM (Form #2446) -- All applicants for licensure under sec. 470.04(3), Stats., and sec. 470.06, Stats., must complete either the “Supervised Experience Evaluation Form” (Form #2446) or the “Peer Review Evaluation Form” (Form #2445).

The “Supervised Scientist Experience Evaluation Form” must be completed by a licensed professional soil scientist who has supervised or has first-hand knowledge of the applicant’s relevant work experience relating to professional soil science. A minimum of 2 years of soil science work must have been performed under the supervision of a registered professional soil scientist or under the supervision of another person whom the Professional Soil Scientist Section determines is qualified to have responsible charge of soil science work.

Evaluators may be professional soil scientists registered in another state or with a soil science organization, faculty who supervised soil science work experience (provided that the experience may not have been used towards school degree requirements), professional soil scientists or persons the Section determines is qualified to have responsible charge of soil science work. If your evaluator does not meet these qualifications, please ask him or her to submit a resume and transcript so that the Professional Soil Scientist Section may verify his or her background.

PEER REVIEW EVALUATION FORM (Form #2445) -- The “Peer Review Evaluation Form” must be completed by a licensed professional soil scientist who have had professional contact with the applicant’s practice and who certify that the application is qualified to assume responsible charge of soil science work. Submission of at least 3 peer review evaluation forms of the last 2 years of professional experience is required.

Evaluators may be professional soil scientists registered in another state or with a soil science organization, faculty who supervised soil science work experience (provided that the experience may not have been used towards school degree requirements), professional soil scientists or persons the Section determines is qualified to have responsible charge of soil science work. If your evaluator does not meet these qualifications, please ask him or her to submit a resume and transcript so that the Professional Soil Scientist Section may verify his or her background.

APPLICANT APPRIASAL FORM (Form #2504) -- Provide replies from 5 individuals, 3 of whom shall have personal knowledge of your experience in soil science work using the enclosed “Professional Soil Scientist Applicant Appraisal Form” (Form #2504). At least one of the 3 references shall be from an individual who is licensed as a professional soil scientist in Wisconsin. Evaluators may also be used as a reference. Family members can act as supplemental references in support of an application, but not as one of the 5 required responses. Type or print your name and address in the box at the top of each form prior to distribution. **Forms must be forwarded by you to this office with your application.**

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APPLICANTS APPLYING BY COMITY -- To be eligible for licensure in Wisconsin by comity, you must have passed an examination as part of your licensure requirement for another state. Wisconsin requires that all applicants for licensure by comity submit evidence satisfactory to the Section that the requirements of the other state, territory or country that issued the license are substantially equivalent to the requirements of this state. Please forward the enclosed "Verification of Examination or Registration" (Form #2391) to the licensing agency for completion.

VERIFICATION OF EXAMINATION SCORES OR LICENSURE (Form #2391) – If you have taken the soil science examination or are credentialed (licensed) in another state, you must contact the registration agency in that state and request that they provide official verification of your exam scores and/or licensure directly to this office. A verification of examination or registration (Form #2391) is enclosed for that purpose. It is recommended that you provide the agency with a pre-addressed envelope for response. Most state boards require a fee for completion of the verification of examination scores or licensure. Contact your registration board to see if a fee is required.

REVIEW DATES -- Applications will be presented to the Professional Soil Scientists Section for evaluation when all documents are received.

Review Dates

February 14, 2006
August 15, 2006

Deadline Dates for Receipt of All Documents

January 31, 2006
August 1, 2006

These are tentative meeting dates and are subject to change.